



## Acceptable Documentation for Damage Assessment

Category of Work	Acceptable Documentation	Special Considerations
A - Debris Removal	<ul style="list-style-type: none"> <li>❑ Description and estimated total cost of debris along with the measurements and type.</li> <li>❑ Photo of debris site or pile is acceptable, preferably with someone in the photo for additional reference of the amount/size of debris.</li> <li>❑ If force account labor is used, timesheets are not required at this stage. A spreadsheet listing each employee name, what they did, rate of pay and date(s)/time(s) worked with total is sufficient. If a declaration is warranted, timesheets and payroll policy will be requested.</li> <li>❑ If a contract is used for debris removal, provide a copy of the contract with a quote or cost estimate.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Only debris removed from public property is eligible</li> <li>❑ All force account labor time counts</li> </ul>
B – Emergency Protective Measures	<ul style="list-style-type: none"> <li>❑ If force account labor is used, timesheets are not required at this stage. A spreadsheet listing each employee name, description of what they did, rate of pay and date(s)/time(s) worked with total is sufficient. If a federal declaration is warranted, timesheets and payroll policy will be requested.</li> <li>❑ Equipment, a breakdown of equipment used and the personnel who operated the vehicle/apparatus along with the amount of time the machinery was in use. The verifiable cost will reflect the current <a href="#">FEMA Equipment Rates</a> available at that time</li> <li>❑ If an EOC or shelter was necessary, costs associated with the opening of the center like food, supplies etc. can be submitted on a detailed spreadsheet if receipts are not readily available at the time of the IDA. If a contract was used, provide a copy of the contract with a quote or cost estimate.</li> </ul>	<ul style="list-style-type: none"> <li>❑ For full time employees: Overtime only</li> <li>❑ For part-time employees: All time eligible</li> <li>❑ Costs must have occurred within the incident period</li> </ul>
C – G Permanent Work	<ul style="list-style-type: none"> <li>❑ A detailed damage description and dimensions for each site, to include general information such as type, year built, GPS, shape and materials is needed for each site.</li> <li>❑ For IDA/PDA purposes, historical data for similar type of damage can be submitted as a reference if contracts and/or bid estimates are not available at the time of submission.</li> <li>❑ Insurance policy to include deductible (if estimates are above deductible, then only deductible counts).</li> </ul>	<ul style="list-style-type: none"> <li>❑ Federal Aid Routes are not eligible and cannot be included</li> <li>❑ Must be able to demonstrate that infrastructure such as culverts have been maintained.</li> </ul>